

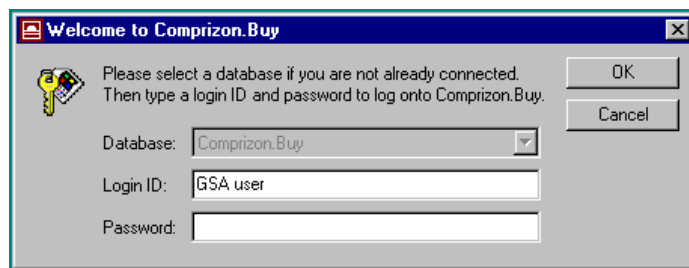
EAS Quick Start Tipsheet



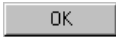
To start EAS, look for the following icon:

Double-click on it.

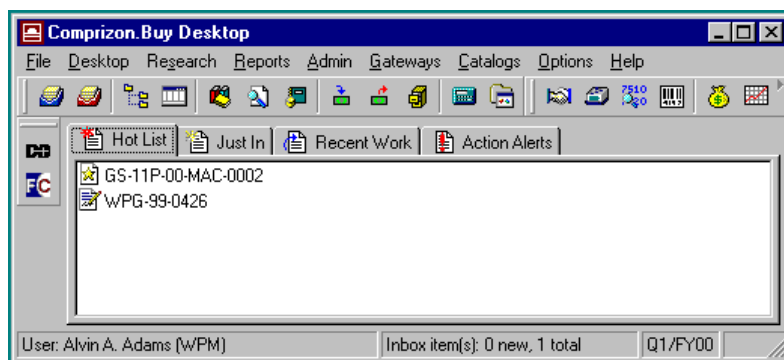
The EAS login screen will appear:




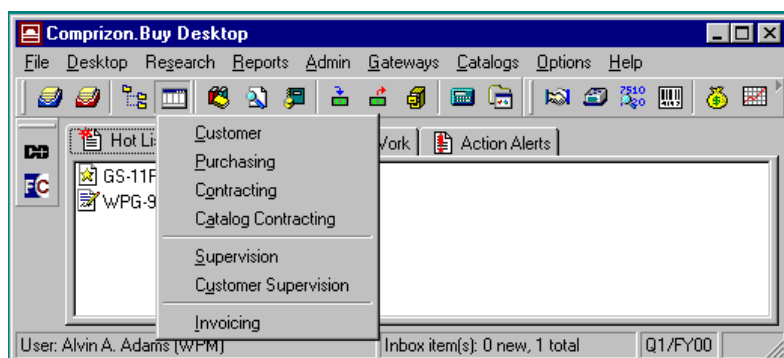
This login initially shows the computer system login id. To properly login do the following:

1. Double-click in "Login ID" block and enter your EAS id;
2. tab to move to the "Password" block and enter your password;
3. Either press ENTER or click on the  icon.

When EAS is loaded, the user is at the *EAS Desktop*.



Click on the  icon and select "Customer ", "Purchasing" or "Contracting" as appropriate.



Selecting either one will place the user in the EAS Worksheet.

[illegible]

From the worksheet you can still select:

Purchase Request
Open Solicitation
Award